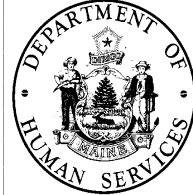




Maine WIC Program

331 Water Street, 11 SHS, Augusta, ME
Phone: 207-287-3991 or 1-800-437-9300



1. Request the WIC check and ID Folder.

2. Verify "Use Dates".

3. Make sure items are WIC approved and the right quantity.
Use your WIC Approved Foods List.

QUANTITY	UNITS	DESCRIPTION (NO SUBSTITUTIONS ALLOWED)
12	CAN	13 OZ CONCENTRATED ENFAMIL WITH IRON OR PROSOBEE INFANT FORMULA

DEPT OF HEALTH & WELFARE
10001982
-0001982
75-1245
919
9999
PARTICIPANT FILL IN ACTUAL \$ AMOUNT OF SALE BELOW
\$
SIGNATURE OF PARTICIPANT OR AUTHORIZED REPRESENTATIVE
DO NOT ACCEPT THIS DRAFT UNLESS YOU ARE AN AUTHORIZED MAINE WIC PROGRAM VENDOR
MAINE THROUGH FSMC AN AFFILIATE OF SECURITY STATE BANK
Revised Later, 9/99 95349

4. Have participant write total amount.

5. Participant must sign the check.
Compare the signature with the ID Folder.

6. Offer the participant a receipt for the items purchased.

Remember...

- **If you have any problems with a WIC customer** please call Vendor Relations at the State WIC office. Usually problems are the result of a simple misunderstanding.
- **The customer must present the WIC ID Folder.** Your store could be penalized for program abuse if you accept a check without the ID Folder.
- **Any WIC ID Folder that has been altered** by ink, correction fluid or by any other means, **must not be accepted.** Contact the state agency immediately if this occurs.
- **Rain checks are not allowed** on the WIC Program
- Have the participant separate items for each check. **Never combine WIC checks into one transaction.**
- The **WIC participant must purchase the largest size milk currently available** for the requested milk type. For example: a participant cannot purchase two half-gallons of milk if the store currently has gallons in stock. On the other hand, the participant is allowed to purchase two half-gallons of two different milk types (one half-gallon of 1% and one half-gallon of whole for instance).
- WIC customers must enter the same check-out lanes as any other customer. **Separate check-out lanes are not allowed.** Signs such as “WIC checks not allowed in this lane” are not allowed because they are considered discriminatory. A “Cash Only” sign may be posted in lanes where checks, including WIC checks, cannot be used.
- If a manager is called to approve a WIC check it is important that the WIC customer be afforded the same courtesy given to other store customers. **Publicly identifying a person as a WIC customer is not allowed.**
- **WIC customers cannot be contacted regarding any payment** problem with WIC checks. Contact Vendor Relations at the State Office.
- The WIC customer **must never be asked to pay any additional cash** for items purchased with a WIC check.
- Occasionally a WIC customer may have **a check that allows canned or plastic juice.** *The WIC customer must pay the deposit.* Do not include the deposit in the total written on the check. This may cause the check to bounce for a high dollar amount.